



PUBLIC PROCUREMENT OFFICER (LEVEL 5)

Basic salary \$2,803,771.00 per annum

JOB PURPOSE:

Under the general supervision of the Senior Director, Public Procurement, the Public Procurement Officer is to assist in the procurement processes required for the acquisition of goods services and works essential for the operation of the Forestry Department. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act).

KEY RESPONSIBILITY AREAS

- Prepares tender notices for publication.
- Prepares RFQ/RFP and bidding documents for goods, general services, and minor works and obtains quotations/tenders from appropriately qualified suppliers.
- Conducts tender openings via the Government of Jamaica Electronic Procurement Platform (GOJEP).
- Maintains Procurement records in good order to facilitate audit and other reviews.
- Prepares Quarterly Contracts Award (QCA) Report to be submitted to the Integrity Commission.
- Maintains a database of all bonds and insurances and ensures that they are current at all times and take responsibility for the safe keeping and return or all relevant documents.

Procurement Process Management

- Reviews technical specifications in collaboration with stakeholders, refining terms of reference (TOR) and preparing request for proposals (RFP) and bidding documents.
- Reviews and evaluates proposals and bids received and assists with the process of engaging consultants and suppliers.
- Prepares bidding documents for all required procurement activities.
- Liaises with relevant Divisions/Branches and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved budget.
- Organizes the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance with mandated procurement procedures.
- Maintains procurement records for goods, services and works procured, delivery and product quality or performance, organizes filing system in a systematic manner and provide information when requested.

- Receives, compiles and processes purchase requisition forms for all Divisions/Branches for the procurement of goods, services and works.

Vendor Management

- Maintains a list of vendors and contractors supplying various items and services.
- Liaises with vendors to follow-up on delivery of goods, services and works to ensure delivery in a timely manner.
- Checks invoices to ensure correct price, follow through to ensure that materials ordered have been received and recommends invoices for payment.
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, compiling data on these for internal monthly reports.

Procurement Reporting

- Monitors and reports the procurement implementation status and progress as required.
- Follow up with relevant government agencies to obtain the approval of proposed contract awards in a timely manner.
- Prepares reports of and for procurement meetings.

Other Responsibilities:

- Performs other related duties that may from time to time be assigned.

Minimum Required Education and Experience

- Diploma in Public Administration/Management Studies/Accounting or any other related field
- Three (3) years procurement experience, in a similar position

OR

- Any other acceptable combination of academic qualification and related experience.

Special conditions associated with the job:

- Pressured working conditions with numerous critical deadlines.

Applications along with résumés should be submitted no later than **Friday, August 30, 2024 to:**

Senior Director,
Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8
Email: hrmd.fd@gmail.com

We thank all persons who express an interest; however, only short-listed applicants will be contacted.